



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Utilities Operations Manager
Class Code Number	4230

General Statement of Duties

Manages and oversees the operation, maintenance, and administration of the City's water and wastewater treatment facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage and oversee the operation, maintenance, and administration of the City's water and/or wastewater treatment facilities as assigned. The work is performed under the direction of Community Services Director, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over water and wastewater treatment plant supervisors and operators. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office, laboratory, and treatment plant facility.

Examples of Essential Work (Illustrative Only)

- Oversees plant process control, including interacting with operations staff, evaluating laboratory and instrumentation data, and recommending or reviewing process changes as necessary;
- Prioritizes and tracks projects, including reviewing Division goals, assigning projects, establishing necessary deadlines, meeting with project staff, and evaluating progress;
- Provides technical writing support for reports and contract documents, including reviewing report requirements, assigning responsibility of reports, submitting reports in a timely and efficient manner, and writing or reviewing documents soliciting bids;

- Evaluates employee performance, including writing performance evaluations, working with personnel to correct deficiencies, and recommending disciplinary action as necessary;
- Oversees purchasing and budget functions, including monitoring proper purchasing guidelines, establishing purchasing priorities, requesting purchase orders, and producing the annual Division budget for review by the department head;
- Ensures that personnel are adequately equipped to safely and efficiently perform the work;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of water and wastewater treatment processes;
- Comprehensive knowledge of mechanical and electrical maintenance;
- Comprehensive knowledge of college-level chemistry, biology, and physics;
- Comprehensive knowledge of pertinent Federal and State regulations as applied to water and wastewater treatment;
- Ability to make effective decisions in critical situations;
- Ability to accept responsibility for the safety of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate Degree in a Science-related field; and
- Considerable (four to six years) experience in utilities supervision.

Required Special Qualifications

- Grade III Water Treatment Operator Certificate is desirable.
- Grade IV Wastewater Treatment Plant Operator Certificate is required.
- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a water and wastewater treatment facility.